

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**



TITLE: Safety, Security and Safeguarding coordinator	
TEAM/PROGRAM: Operations	LOCATION: Kigali with frequent field visits
GRADE: 3	CONTRACT LENGTH: Open ended
CHILD SAFEGUARDING: Level 3: the role holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. Anti-Fraud and Integrity Commitment: The organization maintains a zero-tolerance policy toward fraud, corruption, and unethical behavior. All staff are expected to uphold the highest standards of integrity and accountability, comply with internal policies and procedures, and report any suspected misconduct through the appropriate channels. Please note: The organization does not charge any fees at any stage of the recruitment process (application, interview, offer, or onboarding). Any request for payment should be reported immediately.	
ROLE PURPOSE: The Safeguarding, Safety and Anti-Fraud coordinator will take a lead in driving our endeavours in this focussed area of work across the country office. The Coordinator will combine elements of capacity building and monitoring whilst enforcing compliance and accountability, management and investigation as well as aspects of advocacy at the National level. The post holder will also be expected to provide significant mentoring and capacity-building to Save the Children's staff, volunteers, suppliers, consultants, associates and partners. The role holder will work in conjunction with the Country Senior Leadership Team and Safeguarding focal persons located across Rwanda and Burundi. The post- holder will be working closely with the Regional Security Director (RSD) in carrying out safety and security assessments; make recommendations and provide support for their implementation by Country Office. She/ He will facilitate the implementation of Save the Children's Safety and Security Policy and Standards within country programs and help drive systemic change in the quality of safety and security management. Also, to contribute to building country compliance with safety and security Minimum Standards.	
SCOPE OF ROLE: Reports to: Operations Director Dotted Line Manager : Director of HR, Admin and IT Staff directly reporting to this post: - None, but directly in charge of Field Focal Point Persons	
KEY AREAS OF ACCOUNTABILITY: Child Safeguarding Leader and Champion across Rwanda and Burindi offices • Work with programme development and programme operations teams to identify potential risks to children in all project's activities including workshops and events, plan mitigating measures, and assign staff to be responsible for the implementation. • Undertake clear, strong advocacy in line with the Safeguarding Policies at National levels. • Deliver high quality, accessible and reliable support, guidance and capacity to emergency/humanitarian response and programmes team • Establish Country safeguarding networks to champion local implementation	

- Work with CP colleagues to ensure that a mapping of service providers for children is completed in Save the Children's operational areas and local procedures are developed/up to date
- Coach and support Field Focal Points in order to improve Safeguarding practice.

Safe programming and Safeguarding Practice promoted across Rwanda and Burundi offices

- Work with programme development team and other programme staff to ensure that all programming is designed, implemented and monitored through a Safeguarding lens, including supporting all new proposals
- Ensure that support for safeguarding is adequately resourced in all new project budgets
- Support staff to take proactive steps to ensure that all programming activity identifies the potential risks and works to eliminate and mitigate those risks.
- Ensure that the tools and knowledge are made available to managers and that they know how to access support and guidance
- Role model high levels of professional safeguarding behaviour and maintain the standards required by the Safeguarding Policies and Code of Conduct

Country roll-out and maintenance of training programmes

- Deliver a suite of mandatory core training workshops so as to enable staff with key responsibilities to undertake their roles and mainstream safeguarding functions
- Deliver on-going refresher training and safeguarding inductions as appropriate
- Review and strengthen Safeguarding systems within the country office, planning, and delivering training programs accordingly.
- Identify Safeguarding issues within Save the Children operational areas and develop a plan to respond to them in collaboration with other internal and external partners
- Deploy resources of the Keeping Children Safe strategically to ensure that the country office, its partners and all representatives maintain Save the Children safeguarding standards.

Capacity Building

- Develop capacity building plan for staff and partners and provide on-going mentoring and support
- Serve as safeguarding lead focal point for the field office and lead on establishment of strong safeguarding procedures and risk assessment in all programme activities in accordance with the national strategies developed
- Build the capacity of Safeguarding Focal points to deliver safeguarding trainings, manage & undertake investigation
- Build the capacity of Safeguarding focal persons especially in receiving and recording reports
- Strengthen the capacity of Focal points in delivering safeguarding inductions
- With the support of the safety and Security RO, develop and deliver training modules specific to knowledge gaps within the CO Safety and Security team (SSFP) to improve safety and security capacity.
- Identify gaps within the Field Offices in security management and planning and help resource improvements.

Safeguarding Standards are applied throughout the country programme

- Coordinate with the Senior Leadership Team and monitor the overall implementation of safeguarding policies in the country programme.
- Conduct a review of safeguarding policy implementation throughout the country programme and implement the Safeguarding Policy Compliance Action Plan
- Ensure that the safeguarding mechanisms are in place and are subject to continuous monitoring/review.
- Oversee and enforce follow-up in order to ensure maximum levels of compliance and competence.

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- Identify and utilise opportunities to integrate safeguarding approaches into all aspects of our work
- Apply critical analysis to ensure that we live up to our commitment to making Save the Children safe for children by ensuring child safeguarding concerns are reported effectively in line with the policy, Work with the Monitoring, Evaluation, Accountability and Learning (MEAL) team to ensure that safeguarding and reporting are central to our accountability system for all projects
- Ensure that reporting procedures are clearly understood by staff, partners, contractors/suppliers, visitors and by children themselves. This may include providing briefings, training or developing materials for dissemination, including the development of child-friendly materials;
- Ensure that concerns are followed up safely, effectively and efficiently and to the required standards.
- Ensure that safeguarding concerns are documented and regularly analyzed to inform organizational learning and improve safeguarding practice;
- Analyze the types of cases received, and the response provided on a regular basis to inform organizational learning and improve safeguarding practice;
- Provide guidance Where appropriate, personally undertaking safeguarding investigations, sometimes in challenging environments and to rigorous timescales and standards.
- Collaborating with key teams and processes within the country office to ensure that Safeguarding is integrated into all systems

Safety and Security responsibilities

- Assess threat, risk, and vulnerability and make recommendations to SMT to reduce staff exposure.
- Undertake safety and security assessments of program areas and potential program areas as requested by CD /SMT. Report on findings and design necessary improvements.
- Undertake reviews of individual safety and security procedures and policies as requested and make recommendations to SMT.
- Assist to the CD to prepare/maintain/update safety and security management plan (SSMP).
- Ensure staff training/orientation re: safety and security roles.
- Facilitate safety and security management training with staff in the country office and in project locations.
- Develop Security briefing materials for new staff and visitors. Provide security orientation/briefing for newly appointed SC staff and CO visitors.
- Ensure all SC staff understand and comply with incident reporting requirements and procedures. Follow-up as necessary re: issues related to reported incidents.
- Ensure that appropriate systems are in place to effectively disseminate safety and security information and updates of the security situation to SC staff.
- Liaise with administration and logistics offices re: vehicle movement and facility safety and security. Ensure established standards and procedures are followed

Planning and Preparation:

- Responsibility for ensuring compliance of and alignment with SCI Key Performance Indicators.
- Responsible for preparing, managing and reporting on the CO Security Budget
- Assist the Center/ RO/CO Leadership team to prepare for major events and critical incidents where security is concerned.
- Conduct security awareness training in accordance with SCI policies and procedures and in cooperation with the Regional Security team
- Oversee assessment of SCI and international staff premises' locations on regular basis and advice on any possible security measures or change of locations.

Procedures and Protocols:

- Redundancy in communication is ensured by establishing multiple modes of communication between base and all offices in the field.
- Communications: Ensure that effective communications are in place including communication tree system, mobile phones etc
- All staff 'communication tree' is established and kept updated so as to contact all staff when necessary.

Act in a Crisis:

- Support the Field Senior Management Teams (SMT) and advise them of possible actions or options in a time of crisis or emergency.
- Coordinate information through the relevant reporting lines during serious security incidents.
- Assist with emergency evacuations in coordination with the Regional Security Director Investigate and follow up security incidents
- Report security incidents in accordance with SCI protocols and using the online reporting system in timely manner.

COMPETENCIES AND BEHAVIOURS**Leading and Inspiring Others (Accomplished)**

- Communicates our vision, values and strategy and encourages others to share them
- Influences others positively to achieve team goals
- Recognises and celebrates the contribution and success of individuals and the team
- Takes a flexible and positive leadership style, adapting to the situation or needs of the team
- Demonstrates humility in leadership of others
- Values, and articulates a compelling vision to inspire others to achieve our goals for children.

Innovating and Adapting (Accomplished)

- Openly talks about doing things differently, pushing the boundaries and ways of working to drive improvements
- Demonstrates flexibility in following processes and procedures, while remaining true to the organisation's values
- Anticipates change and adapts their (and team's) plans and priorities accordingly
- Builds the confidence of others in their own ability to develop new ideas and embrace change
- Generates learning for the organisation and evidence for the impact and quality of our work

Applying Technical & Professional Expertise (Accomplished)

- Makes decisions based on professional expertise and experience without deferring unnecessarily to others
- Shares knowledge and best practice on technical solutions so that others can make best use of that expertise
- Actively seeks new ways to develop the application of technical and professional standards within the team

Communicating with Impact (Accomplished)

- Conveys complex issues with clarity, brevity and confidence
- Promotes dialogue with key stakeholders through active listening and effective questioning
- Adapts communication style to maximise support and engagement
- Advises others on different approaches to influence key stakeholders
- Seeks out new methodologies for communication to engage new audiences

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Networking (Accomplished)

- Builds trust with contacts through openness and honesty
- Participates effectively in sensitive, complex and/or high impact relationships and networks
- Builds strong relationships with a broad range of stakeholders
- Spots opportunities to bring together partnerships/ working alliances that have not been used before

Demonstrates SCI Values: Accountability, Ambition, Collaboration, Creativity, and Integrity.

QUALIFICATIONS AND EXPERIENCE

Essential

- A Child Protection or Child Rights Governance professional with a degree in child protection, governance, law, social work.
- Experience in child protection/child safeguarding practice in humanitarian setting
- Leadership experience within an INGO or similar other organisation working with vulnerable communities and children or with similar experience within Save the Children.
- Experience of managing as well as undertaking complex child protection/safeguarding investigations and or disciplinary investigations
- Experience of planning and undertaking training programmes/workshops in child protection/safeguarding at a range of levels (e.g. field workers, managers, senior managers and decision makers)
- Excellent verbal communication and report writing skills in English and Kinyarwanda
- Excellent presentation skills
- Demonstrable commitment to Children's Rights
- Ability to provide long distance support and establish supportive relationships and networks
- Experience in current safety and security practices and issues affecting Country office
- Proven ability to undertake Security Risk assessments.
- Able to manage a high workload and meet tight deadlines
- At least 2 years demonstrable experience in role with similar responsibility for Safety/security and fraud management
- A university Degree in a related field not limited to other professional certificates
- An understanding of response management and the critical importance of safety/Security/ fraud management and communications
- Excellent and proven communicator able to communicate to a wide range of audiences.
- Builds capacity with hands on practical approach and can demonstrate experience of training.
- Resourcefulness, flexibility, good organisational skills and the ability to prioritise and to meet deadlines.

Desirable

- Evidence of professional expertise, personal development and learning in the field of child care
- Experience of working within hostile and challenging environments
- Experience of work-related travel in challenging environments

Additional job responsibilities

The duties and responsibilities set out above are not exhaustive and the post holder may be required to carry out additional duties from time to time, which are reasonable in relation to their level of skills and experience.